



1. The **Summer Office Manager/Shinerama Campaign Chair** shall:
 - a. Serve a term of office from the first day of May to the thirtieth day of the following April;
 - b. Assume the duties of the Summer Office Manager for the MASU and be responsible for organizing the MASU's Shinerama fundraiser to take place during Orientation Week;
 - c. Attend the annual Shinerama National and Regional Conferences;
 - d. Prepare a budget for the campaign in conjunction with the Vice-President, Finance and Operations, and the MASU Administrator;
 - e. Report to the Vice-President, Finance and Operations and the MASU Administrator to ensure timely and accurate reporting of the campaign total to Cystic Fibrosis Canada, Council, the University community and external sources;
 - f. Report to the Vice-President, Communications on all campaign materials to ensure the MASU is represented as the campaign organizer;
 - g. Report to the President on all campaign activities to ensure the MASU is being well represented during the campaign;
 - h. Be available to work after Convocation in Sackville at the MASU office, fulfilling the duties of Office Manager during the summer months;
 - i. Prior to the start of the term, coordinate with the MASU office staff to arrange any additional support needed;
 - j. Perform such duties as may be assigned by the President, Council and the MASU;
 - k. Work as scheduled by the MASU Administrator;
 - l. There is an honorarium with this position; and
 - m. A final report is required to be submitted to Council.